



Travel and Transportation Management

CONTROLLED STORAGE

Requirements for placing items in controlled storage have recently become more restrictive. Thus this section on “controlled storage” is now divided into three parts: (1) General comments; (2) Notes on Appraisals and Appraisers; and (3) Regulations from 14 FAM 623.1.

(1)General comments: Controlled storage may be authorized for items of high value in a facility where temperature, humidity and security are controlled. This type of storage is designed for rugs, tapestries, paintings, silver, heirlooms, furs, clothes or other NON-FURNITURE items that need special handling.

To qualify for controlled storage, a single item must be valued at a minimum of \$2,100 or must be part of a set that has a value of at least \$2,100. A set is a group of items that belong together, are commonly used or displayed together and that derive their value from being a collection or set. Functioning firearms of any value may be stored.

Controlled storage is exempt from the 200 pound minimum storage restriction. You may store as little as one article of clothing or one painting—provided that the value is high enough.

Controlled storage must be specifically authorized in your Travel Authorization. Submit your request to your Human Resources (Personnel) Technician, along with a memorandum containing a list of the item(s) to be stored. The memorandum must be accompanied by a **CERTIFIED** appraisal that can be prepared only by an appraiser who is certified by the American Society of Appraisers or a comparable group. **Please see 14 FAM 623.1 (attached) for specific requirements.** Hourly rates for such an appraiser are apt to be as much as \$250 per hour. There are additional charges if the appraiser is asked to provide appraisals on an expedited basis. If authority is granted, the Human Resources Technician will amend the Travel Authorization to include the approved items.

Many of the Department's contractors do not have controlled storage facilities, so you may be obliged to use non-contractors for this service. Transportation will issue the necessary authorizations for packing and storage for the company you choose, but you should schedule the packing and pick-up of the controlled storage directly with the company. Some of the department stores in Washington also provide cold storage but they will not bill the Department of State. If you choose to use the services of a department store, you must pay from personal funds and periodically submit a voucher to claim reimbursement. The Department will not pay for insurance costs associated with controlled storage—even if the company may require that you purchase insurance.

Listed below are authorized controlled storage firms in the Washington D.C. area and their specializations:

<u>COMPANY</u>	<u>TYPE OF STORAGE</u>
Security Storage Company, Washington DC TEL: 202 234 5600	Art, antiques, carpets, furs, silver
Victory Van Corporation, Alexandria VA TEL: 703 751 5200	Miscellaneous items (no furs)
JK Moving and Storage, Sterling, VA TEL: 703 996 1258	Miscellaneous items

(2) Notes on Appraisals and Appraisers

There are at least two major professional associations that certify appraisers. They are: (1) The American Society of Appraisers (ASA) and (2) the International Society of Appraisers (ISA). Members are certified only after passing rigorous examinations.

The names which appear in the list below in no way constitute a recommendation or even imply that the U.S. Department of State recommends them. This list is merely intended to help the employee get started.

It is wise to discuss with the prospective appraiser what you want to have appraised. There are numerous people who do Fine Arts as a general category. However, the availability changes, and at some point, you may find that there is no one locally who specializes in the type of item you need appraised.

You should determine fees before you start. Generally, you should look for someone who has a stated hourly rate as opposed to someone whose fee is a percentage of the cost of the item(s) being appraised. Again, as of this writing, no decision has been made on claiming appraisal fees under the Miscellaneous Portion of SR 240, the Foreign Transfer Allowance. Until told otherwise, it is acceptable to include these expenses on the Foreign Allowances Application (SF 1190) which the employee turns in at post along with the actual travel voucher (SF 1012) when travel and the move are completed.

When obtaining the documents for the appraisal, be certain that the stationary states that the appraiser is a member of either the ASA or the ISA or even both organizations—though this is extremely rare.

If you need an appraiser for a specific type of goods, you can call or e-mail either organization for recommendations. E-mail addresses are given below. You can also call them for recommendations in a specific geographic location. Especially since the availability of accredited appraisers is limited in the Greater Washington Area, it is prudent to request services four to six weeks in advance of your move—if you have the luxury of that much lead time.

FRANCINE PROULX, MS, ASA, ISA, AM

Personal Property Appraiser—Antiques and Decorative and Fine Arts
ACCREDITED SENIOR APPRAISER WITH THE AMERICAN SOCIETY OF APPRAISERS (ASA) - Fewer than 100 appraisers in the country hold this accreditation
ACCREDITED MEMBER OF THE INTERNATIONAL SOCIETY OF APPRAISERS (ISA)

Contact information: TEL: 703 395 7015; E-mail: Francine@ArtAntiquesInfo.com
Website: www.artantiquesinfo.com

AMERICAN SOCIETY OF APPRAISERS (ASA)

Website: www.appraisers.org

TEL: 703 478 2228
FAX: 703 742 8471

Certified Appraisers accredited to ASA:

General:

Thomas Weschler
909 "E" Street, NW (Washington, D.C.)
TEL: 202 628 1281

Allan Stypeck (MD)
TEL: 301 770 0477
TEL: 301 365 8688

Richard Driscoll (District of Columbia)
TEL: 202 293 2323

Stephanie Kenyon (Chevy Chase MD)
TEL: 301 320 227

FINE ARTS

Linda Kaplan (District of Columbia)
TEL: 202 234 0309

Jean-Pierre de Andino (Washington DC)
TEL: 202 861 0638

Ted Cooper (District of Columbia)
TEL: 202 965 3800

Eda Joyce (Chevy Chase MD)
TEL: 301 654 5314

Sandra Tropper (Bethesda MD)
TEL: 301 229 2058

INTERNATIONAL ASSOCIATION OF APPRAISERS (ISA)

Website: www.isa-appraisers.org

TEL: 206 241 0359
FAX: 206 241 0436

Accredited to ISA

General:

Jill Kent (District of Columbia)
TEL: 202 483 7209

David Maloney (Frederick MD)
TEL: 301 228 2279

Charles Goldstein (Rockville MD)
TEL: 301 340 6775

Angela Silverman (Alexandria VA)
TEL: 703 836 5363

Todd Sigety (Alexandria VA)
TEL: 703 836 1020

(3)14 FAM 623.1 Controlled Storage

(CT:LOG-19; 02-16-2006)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. Controlled storage may be authorized for items of high value *except: furniture, pianos, electronic items of any type, alcoholic beverages, motorized vehicles or conveyances of any type, and small, easily pilferable items such as jewelry and coin collections:*
 - (1) *To be eligible for controlled storage, items must have a value of \$2,100 or greater or must be part of a set which, as a set, has a value of \$2,100 or greater. A set is a group of items that belong together and are commonly used or displayed together;*
 - (2) *High-value items may be items that have special storage requirements, such as furs, art work, or other delicate items that require cold or controlled temperatures to prevent deterioration or damage.*
- b. Notwithstanding the criteria stated in paragraph a of this section,

controlled storage of usable (in working condition) firearms may be authorized. *No appraisal or other proof of value is required for usable (in working condition) firearms.*

c. *The stated value of each item must be supported by:*

- (1) a purchase receipt showing the U.S. dollar value, the date and location of purchase, and the names of the vendor and the buyer if the item was purchased during the requesting employee's current tour of duty; or*
- (2) an independent certified appraisal conducted within 12 months of the date of the request by an appraiser who is a member of a recognized society of appraisers. The appraisal must be accompanied by a statement of the appraiser's qualifications, a list of all appraisal organizations of which the appraiser is a member, and the standards used to appraise the item(s).*

In addition, the employee must provide a brief statement identifying each item that has one or more special storage requirements (such as cold storage) and the reason for such requirements.

d. *The minimum weight requirement of 200 net pounds for continuous storage does not apply to controlled storage shipments (refer to [14 FAM 624](#) for information on the minimum weight requirements for all other storage shipments).*

e. Requests for controlled storage *must include* an itemized inventory of *the storage shipment and the supporting explanations and documents required under paragraph c of this section. Such requests must be by memorandum on Agency letterhead and* addressed to the appropriate office of the employing agency for approval and amendment of travel authorization:

State:	HR/CDA
USAID:	M/AS/TT
Commerce:	USFCS/OFSHR
FAS:	Director, <i>International</i> Services <i>Staff</i>
APHIS:	IS—Resource Management Support